

~~CONFIDENTIAL~~

Chief, Office of Logistics

AUG 3 1956

Chief, Management Staff

Recommendation for the Installation of Flexowriters in the
Office of Logistics

1. The attached report contains the results of a study to determine the advantages which can be realized by your office through the application of Flexewriter Machines for the preparation of certain operating documents required to implement the replenishment of stock items.

2. The study was made jointly by members of the Business Machines Service of this Staff and members of the Supply and Procurement Divisions of your staff.

3. I concur in the recommendations made.

4. If you concur in the recommendations members of the Business Machine Service will be glad to assist the members of your staff in the installation of the proposed system.

Document No. 011

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1753

Date: 22 Feb 78 By: 02


Chief, Management Staff

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Chief, Office of Logistics

Business Machine Service, Management Staff

Survey of the Processing of Stock Replenishment Requisitions,
Invitations to Bid and Purchase Orders in the Office of Logistics

1. PROBLEM:

- a. To determine whether the application of Flexowriters would be a practical means of expediting and reducing the costs of processing stock replenishment requisitions, invitations to bid, purchase orders and other reporting forms.

2. FACTS BEARING ON THE PROBLEM:

- a. The [redacted] Supply Division is responsible for determining when and in what quantities stock items in the warehouse must be replenished to maintain predetermined stock levels. Requisitions for needed items are manually typed in the [redacted] and then forwarded to the [redacted] of the Procurement Division.
- b. The [redacted] determines whether the items must be put out to bid or can be purchased without bid. An invitation to bid or a purchase order is then typed as required. In each case, the same item nomenclature as shown on the requisition is manually typed on the proper form. Where an invitation to bid, is required the full nomenclature is again typed on a Purchase Order after the successful bidder has been determined.
- c. The [redacted] of the Warehouse is furnished with a Ditto Master of the purchase orders which it uses to report the receipt of a full or initial shipment of items ordered. When a partial shipment is received, the Ditto master is used to report the quantity of items received on the first shipment. The receipt of subsequent shipments is reported by manually typing the item nomenclature and other pertinent data on a seven part receipt form.
- d. Approximately 18,000 line items are carried in stock of which almost 10,000 are replenished on an average of 3 times annually.
- e. The preparation of stock replenishment requisitions requires manually typing and carefully proofreading upwards of 700,000 words per year for line item descriptions alone.

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Approved For Release 2000/08/17 : CIA-RDP61-00274A000100210008-6

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Approved For Release 2000/08/17 : CIA-RDP61-00274A000100210008-6

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Chief, Supply Division, Office of Logistics

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Chief, Procurement Division, Office of Logistics

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Mgt/S: [redacted]:rod (2 August 1956)